

<b>FACILITIES MAINTENANCE AND ENGINEERING PROCEDURE</b>		
<b>Subject:</b>  <b>DEFICIENCY REPORTS (DR's)</b>	FMEP-P-0380	Rev. No. 0
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## 1.0 PURPOSE

(a) To define the requirements for the disposition and control of a Deficiency Report prepared by a contracted Constructor, which is received by the Science Applications International Corporation (SAIC) for disposition.

(b) To define the requirements for the disposition and control of a Deficiency Report prepared by a contracted Constructor, which is received by a contracted Architect Engineer (A&E) for disposition with a review by the Science Applications International Corporation.

(c) To define the requirements for the disposition and control of a Deficiency Report prepared by the Facilities Maintenance and Engineering (FME) Operations and Maintenance Department, and which is received by the Facilities Maintenance and Engineering (FME) Engineering Organization for disposition.

## 2.0 GENERAL

The Deficiency Report (Exhibit A) is used to document and disposition an item which has been completed, examined, and accepted, and then subsequently discovered to deviate from the work order design or code requirements.

The method of correcting or resolving a deficiency must conform to one of four disposition classifications: rework, repair, reject, or use-as-is. SAIC or an Architect Engineering (A&E) concurrence with a review by SAIC is required for a recommended disposition of use-as-is or repair. For an SAIC or A&E use-as-is or repair disposition of a Deficiency Report, justification for the concurrence (i.e., calculation, reference, rationale for engineering judgement, etc.) shall be included in the disposition, as applicable.

### 2.1 Control of Deficiency Reports Using Document Logs

Deficiency Reports received by FME Engineering for disposition are to be controlled in accordance with the FME procedure, FMEP-A-0010, Processing of Design and Miscellaneous Documents.

### 2.2 Deficiency Report Processing

Each Deficiency Report shall be given a disposition, which provides direction to correct or resolve a deficient condition.

A Deficiency Report shall be dispositioned in one of the four (4) ways:

1. Rework- The process by which a deficient item is made to conform to the previously specified requirements, by implementing re-machining, reassembling, or other defined corrective measures.

2. Repair – The process of restoring a deficient item to a condition such that the capability to function reliably and safely is unimpaired, even though the item may not conform to the original requirements.

3. Reject – A disposition, which provides that the item is unsuitable for the intended use and that is physically and economically not practical to repair or rework the item.

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4. Use-As-Is – A disposition which may be imposed for a deficiency when it has been established that the deficiency will result in no adverse conditions, and that the item under consideration will continue to meet code requirements, and all applicable engineering functional requirements, including performance, maintainability, fit and safety.

### 2.3 Definitions

- (a) FME – Facilities Maintenance and Engineering
- (b) SAIC – Science Applications International Corporation
- (c) A&E – Architect Engineer

### 2.4 Signature and Date Requirements

- (a) All signature and dates are to be made using black ink or a grade of lead pencil that allows the signature and date to be reproduced.
- (b) “Initials” may be used in lieu of “signature” requirements in this procedure.

### 2.5 Creation

- (a) Each Deficiency Report can only be created for one design document.
- (b) A Deficiency Report can only be issued against a document, which has a revision level of Revision 0, or beyond.

## 3.0 PROCEDURE

### 3.1 Deficiency Report Issued by a Constructor Requesting SAIC Disposition

#### 3.1.1 Preparation

The Deficiency Report (Exhibit A) can be prepared by:

- (a) Identifying the deficient condition on the Deficiency Report (Exhibit A).
- (b) Proposing a recommended disposition to the deficient condition.

#### 3.1.2 Information

The information required on the Deficiency Report form is identified in Exhibit A.

#### 3.1.3 Numbering

Deficiency Reports are to be numbered sequentially starting at 1 for each work order.

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#### 3.1.4 Coordination

The Lead Engineer for the Scope of Work will review the submitted Deficiency Report and determine the necessity for the coordination of the Deficiency Report. Individuals reviewing the Deficiency Report are responsible for evaluating and reviewing the items pertinent to his/her area of technical responsibility, initialing, and returning the comments to the Lead Engineer for the Scope of Work.

#### 3.1.5 SAIC Disposition of the Deficiency Report

The Lead Engineer for the Scope of Work will perform the below listed functions related to the Deficiency Report.

(a) Request additional information, if required, prior to processing the Deficiency Report.

(b) Determine the disposition of the Deficiency Report, refer to Section 2.2

1. Document the justification for “use-as-is” or “repair” dispositions (Refer to Section 2.0).

2. Indicate if a document requires a revision.

#### 3.1.6 Signature Requirements

The SAIC signature requirements for the Deficiency Report are identified in Exhibit A.

#### 3.1.7 Signature Responsibilities

The SAIC responsibilities of those signing for the Constructor produced Deficiency Report are identified below:

<u>Title</u>	<u>Responsibility</u>
Lead Engineer for the Scope of Work	Signoff indicates that the review of the Deficiency Report has been completed, including the justification.
Checker	Signature indicates confirmation of Deficiency Report acceptability or the reason for rejection.
Manager of Engineering	Signoff indicates: <ul style="list-style-type: none"> <li>(a) All signoffs have been completed</li> <li>(b) Conformance to procedural requirements</li> <li>(c) Release of the Deficiency Report</li> </ul>

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### 3.2 Deficiency Reports Issued by a Constructor Requesting an A&E Disposition and a Review Performed by SAIC

#### 3.2.1 SAIC Review Signature

The SAIC review signature on a Deficiency Report dispositioned by contracted Architect Engineer DOES NOT CONSTITUTE ACCEPTANCE OR APPROVAL OF DESIGN DETAILS OR MATERIAL SELECTION IDENTIFIED ON THE DOCUMENT AND DOES NOT RELIEVE THE CREATOR OF THE DOCUMENT FROM FULL COMPLIANCE WITH CONTRACTUAL OBLIGATIONS.

#### 3.2.2 A&E Document Review by SAIC

Refer to the FME procedure number FME-P-0340, Review of Architect Engineering Documents, for document review considerations.

#### 3.2.3 Preparation

The Deficiency Report can be prepared by:

- (a) Identifying the deficient condition on the Deficiency Report (Exhibit B).
- (b) Proposing a recommended disposition to the deficient condition.

#### 3.2.4 Information

The information required on the Deficiency Report form is identified in Exhibit B.

#### 3.2.5 Numbering

Deficiency Reports are to be numbered sequentially starting at 1 for each work order.

#### 3.2.6 Architect Engineer Disposition of the Deficiency Report

Refer to Section 3.1.5 of this procedure.

#### 3.2.7 Coordination

The Lead Engineer for the Scope of Work will review the submitted Deficiency Report and determine the necessity for the coordination of the Deficiency Report. Individuals reviewing the Deficiency Report are responsible for evaluating and reviewing the items pertinent to his/her area of technical responsibility, initialing, and returning the comments to the Lead Engineer for the Scope of Work.

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### 3.2.8 Signature Requirements

The SAIC signature requirements for the Constructor created Deficiency Report which has been dispositioned by the A&E are identified in Exhibit B.

### 3.2.9 Signature Responsibilities

The SAIC responsibilities of those signing for the Constructor created Deficiency Report which has been dispositioned by the A&E are identified below:

<u>Title</u>	<u>Responsibility</u>
Lead Engineer for Scope of Work	Signature indicates that the Deficiency Report has been reviewed in accordance with the requirements of procedure number FME-P-0340, Review of Architect Engineering Documents.
Manager of Engineering	Signoff indicates: <ul style="list-style-type: none"> <li>(a) All signoffs have been completed.</li> <li>(b) Conformance to procedural requirements.</li> <li>(c) Release of the Deficiency Report.</li> </ul>

## 3.3 Deficiency Report Issued by the FME Operations and Maintenance Department Requesting FME Engineering Disposition

### 3.3.1 Preparation

The Deficiency Report (Exhibit C) can be prepared by:

- (a) Identify the deficient conditions on the Deficiency Report (Exhibit C).
- (b) Proposing a recommended disposition to the deficient condition.

### 3.3.2 Information

The information required on the Deficiency Report form is identified in Exhibit C.

### 3.3.3 Numbering

Deficiency Reports are to be numbered sequentially start at 1 for each work order.

### 3.3.4 Coordination

The Lead Engineer for the Scope of Work will review the submitted Deficiency Report and determine the necessity for the coordination of the Deficiency Report. Individuals reviewing the Deficiency Report are responsible for

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evaluating and reviewing the items pertinent to his/her area of technical responsibility, initialing, and returning the comments to the Lead Engineer for the Scope of Work.

### 3.3.5 FME Disposition of the Deficiency Report

The Lead Engineer for the Scope of Work will perform the below listed functions related to the Deficiency Report.

(a) Request additional information, if required, prior to processing the Deficiency Report.

(b) Determine the disposition of the Deficiency Report , refer to Section 2.2

1. Document the justification for “use-as-is” or “repair” dispositions (Refer to Section 2.0).

2. Indicate if a document requires a revision.

### 3.3.6 Signature Requirement

The FME signature requirements for the Deficiency Report are identified in Exhibit C.

### 3.3.7 Signature Responsibilities

The FME Engineering responsibilities of those signing for the FME Operation and Maintenance Department produced Deficiency Reports are identified below:

<u>Title</u>	<u>Responsibility</u>
Lead Engineer for the Scope of Work	Signoff indicates that the review of the Deficiency Report has been completed, including the justification.
Checker	Signature indicates confirmation of Deficiency Report acceptability or the reason for rejection.
Manager of Engineering	Signoff indicates: <ul style="list-style-type: none"> <li>(a) All signoffs have been completed.</li> <li>(b) Conformance to procedural requirements.</li> <li>(c) Release of the Deficiency Report.</li> </ul>

## 4.0 CONTROL

### 4.1 Document Revisions

An issued Deficiency Report shall not be revised. A Deficiency Report may be cancelled or superseded by the issuance of another Deficiency Report.

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#### 4.2 Incorporating Deficiency Reports

All outstanding Deficiency Reports must be incorporated into the associated documents, by document revision, any time one of the following occurs:

- The document is revised and reissued for any reason.
- Whenever the lack of incorporation could cause misunderstanding by users (e.g., excessive number of outstanding Deficiency Reports.
- Job closeout.

#### 5.0 ACCEPTANCE

The work performed as a result of “rework” and “repair” dispositions by SAIC/FME is to be reviewed for acceptance.

#### 6.0 DISTRIBUTION

The Deficiency Report is to be forwarded to the initiator of the document, the A&E, and a copy to Construction Contracts.

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#### FMEP-P-0380 Exhibits

Exhibit A – Deficiency Reports Issued By a Constructor Requesting SAIC Disposition (3 Pages)

Exhibit B – Deficiency Report Issued By a Constructor Requesting A&E Disposition and a Review Performed by SAIC (3 Pages)

Exhibit C – Deficiency Report Issued by the FME Operations and Maintenance Department Requesting FME Engineering Disposition (3 Pages)